




**DISTRICT OF COLUMBIA
WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
WORKFORCE IMPLEMENTATION GUIDANCE LETTER (WIGL)**

DATE: April 20, 2017

NO: DC-WIGL-2017-010-NewWIOAETPLApplicationProcess

TO: LOCAL WORKFORCE DEVELOPMENT SYSTEM STAKEHOLDERS
AMERICAN JOB CENTERS
WIOA ELIGIBLE TRAINING PROVIDERS
DEPARTMENT OF EMPLOYMENT SERVICES (DOES)
OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)
DEPARTMENT ON DISABILITY SERVICES (DDS)
DEPARTMENT OF HUMAN SERVICES (DHS)

FROM: DIANE PABICH 
Interim Executive Director, Workforce Investment Council (WIC)

SUBJECT: NEW WIOA ELIGIBLE TRAINING PROVIDER LIST APPLICATION PROCESS

1. Purpose.

To provide guidance to training providers on the new process for submitting an application for review and approval by the Workforce Investment Council.

2. References.

WIOA Section 122
20 CFR §680.410
20 CFR §680.420
20 CFR §680.430
20 CFR §680.450
WIOA Eligible Training Provider Policy
All Policy Guidance to be housed at <http://dcworks.dc.gov>

3. Definitions.

WIGL – Workforce Implementation Guidance Letter
WIC – District of Columbia Workforce Investment Council
DOES – District of Columbia Department of Employment Services
AJC – American Job Center
COP – Community of Practice

ETP – Eligible Training Provider

ETPL – Eligible Training Provider List

EWA – Economic and Workforce Alignment

ITA – Individual Training Account

LWDA – Local Workforce Development Area

LWDB – Local Workforce Development Board (the DC WIC)

SWDB – State Workforce Development Board (the DC WIC)

WIA – Workforce Investment Act

WIOA – Workforce Innovation and Opportunity Act

USDOL – United States Department of Labor

R – Revised. When updates are made to WIGL letters, the R will serve as an indicator that a revision has been made, along with a revision number if multiple adjustments are made.

4. Background.

WIOA emphasizes informed consumer choice, job-driven training, provider performance, and continuous improvement. The quality and selection of service providers and training programs is vital to achieving these core principles. The District's procedures for approving eligible training providers and programs ensure the accountability, quality and labor-market relevance of the training services provided to District residents through WIOA title I, subtitle B funding. The District's list of eligible training providers and programs is also a means for ensuring informed customer choice for individuals eligible to receive training.

On December 14, 2015, the WIC WIOA Eligible Training Provider Policy went into effect. Through this policy, the WIC established eligibility criteria, performance requirements, and application procedures governing the District's ETPL. The WIC has amended the policy to include an updated application process that enhances the efficiency of submission, review, and approval and ensures a comprehensive assessment of the quality of each provider's training services.

5. Guidance.

Under the new application process, as outlined in Attachment A, the training provider applicant is required to download the ETPL application and submit completed materials through the WIC website at <https://dcworks.dc.gov>. WIC staff will review application materials and submit them to the WIC Board Economic and Workforce Alignment (EWA) Committee for approval or denial. Providers who are deemed eligible by the Committee must then be determined suitable to do business with the District.

6. Technical Assistance.

TRAINING PROVIDER ENGAGEMENT FORUM

The WIC will be holding a Training Provider Engagement forum on Friday, April 28, 2017, from 10:00am to 12:00pm at the District of Columbia Housing Finance Agency, located at 815 Florida Avenue, NW, Washington, DC, 20001. The purpose of the forum will be to outline details and provide guidance for providers under the new application process. Interested parties may RSVP to attend the Training Provider Engagement Forum by e-mailing dcworks@dc.gov and submitting any anticipated questions in advance to the same address.

COMMUNITY OF PRACTICE

As a part of the enhancements to the ETPL process, the WIC will provide facilitated professional development and technical through the Career Pathways Community of Practice (COP). Through the Community of Practice providers will develop:

- Increased expertise in subject areas, greater knowledge of evidenced-based practices, and ability to implement expertise and knowledge at the program level
- Stronger linkages between program design/curriculum and business needs, informed by LMI data and employer relationships
- A clearer understanding of how and where they fit into a sector pathway and relevant career maps
- Relationships between providers for troubleshooting, sharing of promising practices, and leveraging partnerships
- Enhanced performance outcomes due to implementation of best and evidenced-based practices

Participation in the Community of Practice is expected of all eligible training providers. Participation includes: attending virtual and in-person training seminars and events (schedule is TBD), responding to surveys and inquiries as requested, and receiving COP-related communications. The WIC will provide further information about the COP and related events beginning in spring 2017.

7. Action Requested.

Effective Monday, May 1, 2017, providers should use the updated procedure to apply for the District of Columbia ETPL. Please distribute this WIGL to appropriate individuals.

8. Attachments.

Attachment A – WIOA Eligible Training Provider Policy

9. Inquiries.

Inquiries regarding this guidance should be directed to:



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10. Expiration.
Continuing.